

HOW TO ENTER HOUSING APPLICATION INFORMATION IN BANNER SIS Dorm Room and Meal Application Form (SLARMAP)

General:

The *Dorm Room and Meal Application Form* is used to enter all housing application information. The information entered here is the basis for all room and meal plan assignments. Applications may be made for a specific term or a range of terms and can be entered for students or non-students.

Check List:

Before you proceed, you must have the following information:

- Student's Identification Number
- Term for which room and meal applications are to be made.

Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

Accessing the "Dorm Room and Meal Application Form" (SLARMAP)

Type the name of the form **SLARMAP** in the Direct Access field.

The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

Fields that have a red check mark (✓) in the **Req'd** column are required fields and need to be filled in with the appropriate data (see **Explanation/Description** column for details).

The screenshot shows the 'Dorm Room and Meal Application Form SLARMAP 5.2 (BANSTUD5)'. The interface includes a menu on the left with options like 'Room and Meal Application', 'Assign Room', and 'Assign Meal Plan'. The main form area contains several sections: 'Dorm Room and Meal Application' with fields for ID (1), Term (2), App Stat (3), App Type (5), From Term (7), To Term (8), Meal Plan (10), Date (4), Priority (6), Add Date (9), and Gender (11); 'Preferences' with fields for Campus (12), Building (13), Category (14), and Room (15); and a bottom section with Roommate (16) and Accepted (17) checkboxes. A status bar at the bottom indicates 'Record: 1/1'.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	ID	Enter student's identification number.		Student's identification number.	Form referenced: Person Search Form (SOAIDEN)
✓	2.	Term	Enter term or double click on the flashlight to perform a search.		Term for which room and meal applications are to be made. BUG: If you click on the flashlight and select a term	Form referenced: Term Code Validation table (STVTERM)

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					code from the Term Code Validation table , Banner sometimes puts the term code in the ID field rather than the term field. This bug will not occur if you select the term by double clicking in the From field. Selecting the term by clicking in any of the other fields will activate the bug.	
✓			Proceed to the Next Block by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			
Dorm Room and Meal Application						
✓	3.	App Stat	Enter a code (max 2 characters) or double click the flashlight to select one from a pick list.		Application Status. Designates the status of the housing application. If the status is flagged as inactive the applicant cannot receive assignments for a room, meal or phone.	Form referenced: Housing Application Status Validation Form (STVHAPS)
	4.	Date			Application status date. This is a system-generated date.	
✓	5.	App Type	Enter a code (max 4 characters) or double click in the field to select one		Designates the type of housing/meal application that is being processed. An indicator on STVARTP	Form referenced: Room and Meal Application Type Validation Form (STVARTP)

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			from a pick list.		designates whether the application type is for rooms only, meals only, or for a combination of room and meal.	
	6.	Priority			Designates the priority of the application in the batch scheduler process. The lowest priority is scheduled first. e.g. priority 1 is scheduled before priority 2. The use of priority codes is defined by the institution. If an applicant has no priority, they will be processed in application date order after the applicants with priorities. Priorities can be entered online or they can be loaded via a user created SQL loader program.	
✓	7.	From Term	Enter from term or double click in the field to perform a search.		From Term. Used to designate the start or beginning term for the application. When adding an application, this term must be equal to the term in the Key Block and must be less than or equal to the To Term.	Form referenced: Term Validation Form (STVTERM)
✓	8.	To Term	Enter to term or double click in the field to perform a		The To Term field is used to designate the To or ending term for the	Form referenced: Term Validation Form (STVTERM)

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			search.		application. The To Term must be equal to or greater than the From Term.	
	9.	Add Date			The Add Date field identifies the date on which the application was added to the system.	
	10.	Meal Plan	Enter a code (max 4 characters) or double click in the field to perform a search.		Meal Plan. Used to indicate the preferred meal plan choice of the applicant.	Form referenced: Meal Rate Code Validation Form (STVMRCD)
	11.	Gender			Gender. Valid values are 'M' - male, 'F' - female and 'N' for unknown. If Sex has been entered on the General Person Form (SPAPERS) , the value will default to this form. Changes made to gender on this form will be reflected on the General Person Form. Applicant gender is used when assigning persons to rooms. If a room's gender is specified on the Room Definition Form then only persons of that specific gender may be assigned to the room through on-line or batch processing. When performing Batch	

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					<p>Scheduling (SLRSCHD), if the room gender defined on the Room Definition Form (SLARDEF) is null or blank, then the first applicant in the room defines the gender of the room. If the first applicant assigned to a null gender room has a gender of 'N' - unknown on their General Person Form (SPAPERS), then no other persons will be batch scheduled into this room, because the gender of the first person assigned is unknown. When performing on-line assignments in the Room Assignment Form (SLARASG), persons of multiple genders may be assigned to a single room with a null gender specification, to permit married housing and co-ed housing.</p>	

Preferences

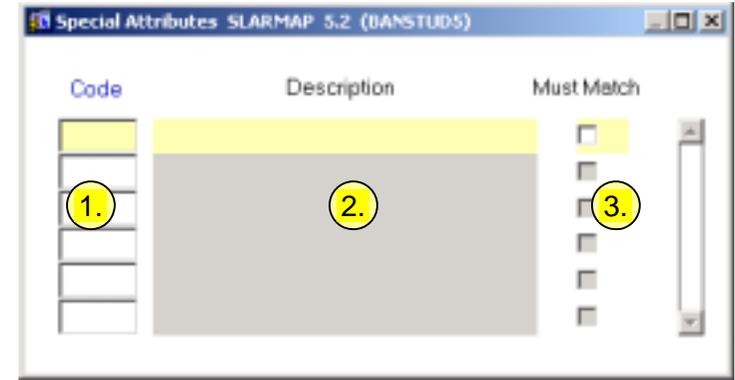
	12.	Campus	Enter a valid campus code (max. 3 characters) or double click in the field to perform a search.		<p>Campus. If no campus is specified then any room regardless of its campus designation can be used for assignments.</p>	<p>Form referenced: Campus Validation table (STVCAMP)</p>
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	13.	Building	Enter the preferred building code (max. 6 char.) the applicant has requested or double click the flashlight to perform a search.		Building. Building preference will be used by the batch scheduler process to locate a dorm room in the applicant's preferred building.	Form referenced: Building Validation table (STVBLDG)
	14.	Category	Enter the preferred building category or double click the flashlight to perform a search.		Category. Building categories are maintained on the Building Definition Form (SLABLDG). A building category preference cannot be entered unless a building preference has been entered. This is a non-required field.	Form referenced: Building Category Query Form (SLOBCAT)
	15.	Room			Room. Designates the applicant's preferred dorm room number (max 10 char) within the preferred building. A room number cannot be entered without specifying a building. To obtain a list of all the rooms in the building or to find out additional information about the room click on the search icon to display the Room Query Form (SLQROOM). If the room number information is maintained on this form, it will be used by the batch	Form referenced: Room Query Form (SLQROOM)

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					scheduler process when scheduling the applicant into a dorm room. If the preferred room is not available then the next best fit room will be assigned to the applicant.	
	16.	Sequence			Roommate Sequence. This cannot be updated on this form and is display only.	
	17.	Accepted				
✓			Save your changes by clicking on the Save icon or by pressing F10 on your keyboard.	If the save was successful, the following message will appear in the auto-hint line: <i>Transaction complete: 1 records applied and saved.</i>		
✓			Proceed to the Next Block by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			

Special Attributes Window

This window is used to enter any special attributes the student has requested or requires, such as proximity to a computer lab, air conditioning, etc..



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	1.	Code	Enter the code for the desired attribute or double click in the field to choose from a pick list.		Special attribute code.	Form referenced: Building/Room Attributes Validation table (STVRDEF)
	2.	Description			Special attribute description. Defaults in from code.	
	3.	Must match			If the Must Match box is checked, the applicant can only be put in a room with that attribute attached to it.	
✓			Save your changes by clicking on the Save icon or by pressing F10 on your keyboard.	If the save was successful, the following message will appear in the auto-hint line: <i>Transaction complete: 1 records applied and saved.</i>		
✓			Proceed to the Next Block by clicking	Returns you to the main window of the		

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			the icon, or by pressing Ctrl + Page Down on your keyboard.	form.		